

<b>HR Use:</b> <b>POSN Changes: Yes__ No__ Done__</b>
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Position Title: \_\_\_\_\_

Effective Date of Description: \_\_\_\_\_

<b>Comments</b>	
<b>Position Title</b>	
<b>Position No.(s)</b>	
<b>Dept. Name</b>	
<b>Unit Name</b>	
<b>Reports to Position No.</b>	
<b>Does position supervise non-student workers</b>	
<b>If yes list position numbers supervised</b>	
<b>Position Summary</b>	
<b>Essential Job Functions</b>	

<b>Essential Job Functions (cont'd)</b>	
<b>Non-Essential Job Functions</b>	
<b>Education and Experience</b>	
<b>Knowledge, skills and abilities</b>	

<b>Licenses, certifications, registrations</b>	
<b>Add'l requirements (physical demands)</b>	
<b>Work Schedule</b>	
<b>Full or Part Time</b>	
<b>FTE</b>	
<b>Campus Security Authority</b>	

Approvals

Position Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Department Director \_\_\_\_\_ Date \_\_\_\_\_

Dean / AVP \_\_\_\_\_ Date \_\_\_\_\_

Area Head \_\_\_\_\_ Date \_\_\_\_\_

VP Admin. Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Dir., Human Resources \_\_\_\_\_ Date \_\_\_\_\_

President \_\_\_\_\_ Date \_\_\_\_\_

Grant (Representative) \_\_\_\_\_ Date \_\_\_\_\_